Form Content Revision (date) 6/26/00

REQUIRED TRAINING NEEDS AND RECORD FORM

INSTRUCTIONS: This document is a business tool used to identify and collect required training information. It will be used to identify and record training that is required in order for an employee to perform the duties of their current position. It will include both on-the-job (OJT) as well as formal training activities. Developmental training is not to be documented on this form.
Supervisors must complete this form for each category of position in their organization and for individual employees as training requirements arise. Only the specific training necessary to perform the work should be documented on this form and maintained by the supervisor. See LMS-CP-4309 for the process description.
Employees who have not completed training requirements documented below cannot work independently on the work activities for which the training is required.

ORGANIZATION					
AEROSPACE SYSTEMS, CONCEPTS AND ANALYSIS COMPETENCY					
EMPLOYEE NAME					
TRAINING REQUIRED	**TRAINING METHOD**	**WHEN REQUIRED**	**DURATION**	**RENEWAL DATE (IF APPLICABLE)**	**SUPERVISOR SIGN/DATE UPON COMPLETION**
ALL EMPLOYEES					
Langley Management System	OJT	Immediate	1 hour	As required	
Time and Attendance Entry	OJT	Immediate	1 hour	As upgraded	
MANAGER					
Positive Technology Transfer	Classroom/video	First year	3 hours	N/A	
Time and Attendance Entry and Approval	OJT	Within 3 months	3 hours	As upgraded	
CLERICAL					
Electronic Purchase Request System	OJT	Immediate	1 hour	As upgraded	
Calendar System	OJT	Immediate	1 hour	As upgraded	
Telephone System	OJT	Immediate	1 hour	As upgraded	
Time and Attendance Regulations and Submission	Video/Classroom	Immediate	3 hours	As upgraded	
IMPAC Credit Card	Classroom	Immediate	3 hours	N/A	
PROGRAM ANALYST					
Electronic Purchase Request System	Classroom	Immediate	1 hour	As upgraded	
IMPAC Credit Card	Classroom	Immediate	3 hours	N/A	
Electronic Computer Requesting System	OJT	Immediate	3 hours	N/A	

NASA Langley Form 194 (Mar. 1999)   Previous editions are obsolete

AEROSPACE TECHNOLOGISTS					
Positive Technology Transfer	Classroom	Within first year	3 hours	N/A	
CFDLab Computer Environment (Multidisciplinary Optimization Branch only)	OJT	Immediate	1 hour	As required	

NASA Langley Form 194 (Mar. 1999)   Previous editions are obsolete